Maricopa County Environmental Services Department
Environmental Health Permitting Services Program
Food Establishment Application
1001 N. Central Ave. #100 Phoenix, AZ 85004 Phone: (602)506-6980
Esplanreview@mail.maricopa.gov

FOOD ESTABLISHMENT PERMIT APPLICATION

Follow all instructions below to ensure a complete application and to avoid delays in the application review process.

Reviewing the following information is recommended before submitting and obtaining a permit:

(Checking the box will provide you with the link to the required information. COPY and PASTE the links into your Internet browser if the check boxes do not connect.)

- ☐ **New Permit Instructions** http://www.maricopa.gov/EnvSvc/EnvHealth/Pdf/New%20Business%20Owner%20Handout.pdf
- ☐ **Construction Guide** http://www.maricopa.gov/EnvSvc/EnvHealth/pdf/Construction%20Guide.pdf
- ☐ **Minimum Requirements Guide for Establishments** http://www.maricopa.gov/EnvSvc/EnvHealth/Pdf/Plan%20Review%20Minimum%20Requirements%20for%20Establishments.pdf
- ☐ **Responsibilities to Qualify for a Permit** http://www.maricopa.gov/EnvSvc/EnvHealth/pdf/Responsibilities%20for%20a%20Permit.pdf
- ☐ **Regulatory Bill of Rights** http://www.maricopa.gov/EnvSvc/AboutUs/pdf/Regulatory%20Bill%20of%20Rights.pdf
- ☐ **Asbestos (for demolition or removal/altering of a load bearing wall)** https://www.maricopa.gov/aq/divisions/compliance/air/asbestos_neshap/Default.aspx
- ☐ **30 Day Transition Application** **(Please review application for qualification requirements)** http://www.maricopa.gov/EnvSvc/EnvHealth/Pdf/TransitionApplication.pdf

Submittal Checklist

Checklist submission for no new construction/remodel

- ☐ Complete Application
- ☐ Application fees (see table below)
- ☐ Proposed Menu
- ☐ Shared Restroom/Mop sink agreement (if applicable)

Checklist submission for construction/remodel

- ☐ Complete Application
- ☐ Plan Review fees (see table below)
- ☐ Proposed menus (Including seasonal, children's catering, etc.). Menu to have approved consumer advisories, if applicable.
- ☐ Complete set of plans
  - ☐ Plans are to scale
  - ☐ All equipment is clearly labeled
  - ☐ Plans contain all lighting, ventilation, and locations of sinks and equipment.
- ☐ Plumbing and Finish schedule (if not already indicated in the plan otherwise, see plumbing schedule on page 3)
- ☐ Cut sheets of all equipment to be installed. This includes any custom built equipment.
- ☐ Shared Restroom/Mop sink agreement (if applicable)

Application Steps

1. Fill out and submit your application
2. Our office will review, assess the required fees, and send you your confirmation
3. Pay fees (via online, in person, over the phone, fax, or by mail)

Make checks payable to MCESD. We also accept Visa, Mastercard, American Express and Discover.
If submitting application electronically, payment can be made via online service once the application is accepted and reviewed.

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BUSINESS INFORMATION (Name on Establishment)

Business Name:

Business Address:

City: State: Zip:

Business Phone: Business Fax:

BUSINESS OWNERSHIP INFORMATION (Responsible Party)

Entity Type: ☐ Sole proprietor (Must Show Lawful Presence) ☐ Corporation ☐ Association ☐ Other

Owner/Corporation Name:

Owner Address:

City: State: Zip:

Owner Phone: Owner Fax: Email:

MAILING/BILLING INFORMATION

Owner/Corporation Name:

Owner Address:

City: State: Zip:

Owner Phone: Owner Fax: Email:

INSPECTION or PLAN REVIEW RESPONSE CONTACT

Name:

Address:

City: State: Zip:

Phone: Fax:

Email: Best Method of Contact: ☐ Email ☐ U.S Mail ☐ Fax

General Information

Hours of Operation: _____

Type of Water Service: _____ Name of Water Provider: _____

Type of Sewer Provider: _____ Name of Sewer Provider: _____

Water Heater Capacity (ga.): _____ Recovery Rate (ga./hr): _____

Menu/Operation information

Menu Type _____ Type of Service _____ Seating Capacity _____

Operation Categories (please check all that apply)

Restaurant Full Service	Restaurant Quick Service	Convenience Store	Hotel/Resort Food Serivce	Retail - Grocery Store/Market	School Food Service	Institutional Food Service	other
☐	☐	☐	☐	☐	☐	☐	☐

Permit Questionnaire (Check all that apply)

☐ Taking ownership of a previously permitted establishment. Ownership change date: _____

☐ This application is for construction/remodel of a food establishment. Start Date: _____ End Date: _____

☐ This application is for a remodel of an existing permitted food establishment. Start Date: _____ End Date: _____

Number of floors on which operations are conducted? _____ Drive thru window? ☐ Yes ☐ No

Will you be operating a frozen dessert machine? ☐ Yes ☐ No

Continuous openings/garage/roller doors off the dining room or bar area to the exterior? ☐ Yes ☐ No

Are you applying for a Dog Friendly Patio? ☐ Yes ☐ No If yes, please submit a dog friendly patio application.

Are you applying for variance/HACCP review? ☐ Yes ☐ No If yes, please submit a variance/HACCP application.

Are you conducting Outdoor Food Operations? ☐ Yes ☐ No If yes, please submit an Outdoor Food Operations Application. An additional remodel charge may also apply.

**Any construction or remodel will require a set of plans to be submitted with this application (See checklist for details).*

Finish/ Plumbing Schedule

Check where appropriate	Indirect Drain	Direct Drain
Hand Wash Sink	☐	☐
3-Compartment Sink	☐	☐
Food Prep Sink	☐	
Automatic Dishwasher	☐	
Ice Machine(s)	☐	
Condensation Line(s)	☐	
Steam Table(s)	☐	☐
Dripper Well(s)	☐	
Beverage Station(s)	☐	
Garbage Disposal(s)	☐	☐

Indicate type of finish (e.g tile, drywall etc...)	Floors	Walls	Ceiling	Cover Base
Kitchen/Bar/Food Storage				
Restrooms				
Mop Sink Area				
Walk-in Freezer				
Area Under Ventilation				
Outdoor Dumpster/ Grease				

No persons shall commence construction unless the required plans have been approved. It shall be the full responsibility of said person that construction is done in conformance with the approved plans and specifications.

The approval of plans and specifications shall lapse and become invalid one year from the date of approval unless a substantial portion of the work described in the plans and specifications has commenced by such anniversary date. An approval of plans and specifications can be renewed for one year if an application for renewal is submitted within 180 days prior to expiration and a fee equal to one-half (1/2) of the flat fee or initial plan review fee is paid. The approval will be effective for one year from the date of expiration.

Should it be necessary or desirable to make any material change in the approved plans and specifications, revised plans and specifications shall be submitted to the department for review, and approval shall be obtained before the work affected by the change is undertaken. Once submitted, the plans will be review for compliance with the Maricopa County Environmental Health code (MCEHC). A response letter will be drafted and delivered to the applicant using the method indicated on the application. The letter will indicate items of noncompliance that need to be addressed during the constriction of the establishment

Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required--federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection and final inspection of the establishment with equipment in place and operating will be necessary to determine if it complies with the Maricopa County Environmental Health Code governing establishments.

Approval of a permit by this Department does not indicate compliance with any other code, law, or regulation that may be required - federal, state, or local. In order to ensure compliance with local mechanical and building codes, obtain a Certificate-of- Occupancy "C-of-O" from the local municipality or "Green Tag" from the local fire department, if required.

A "grandfather" clause or provision is not provided for in Maricopa County Environmental Health Code. All establishments under new ownership, newly built, or remodeled shall meet current construction, equipment, facility, and operational regulations as adopted and provided for in the Maricopa County Environmental Health Code, guidelines, and procedures, and policy statements. A permit shall not be issued to a facility for which a permit is required, and shall not be allowed to operate until the applicant demonstrates to the Department full compliance with applicable provisions of the Maricopa County Environmental Health Code. Any construction, alteration, or addition shall be made in accordance with specifications approved by the Department. The owner, operator, or authorized agent shall certify in writing that the establishment will comply with these regulations. On-site inspections of the facilities and premises with equipment in place and operating will be necessary to determine compliance with the Maricopa County Environmental Health Code.

Delivery of Inspection Reports
Pursuant to A.R.S. § 41-1009, the Department may enter your establishment to conduct inspections. You have the right to receive a copy of the Department's inspection report at the time of the inspection, within thirty (30) days after the inspection, or as otherwise provided by federal law. I agree that the Department may send me a copy of its inspection report by e-mail or by facsimile transmission to the e-mail or fax number provided under the Business Ownership Information provided above. It is the responsibility of the permit holder to update the Department if there is a change in contact information.

I hereby certify that the above information is correct, agree to comply with the Maricopa County Environmental Health Code, and I fully understand that any deviation from the above without prior permission from the Maricopa County Environmental Services Department may nullify final approval. By checking the check box and typing your name you have digitally signed this application.

☐ I agree the application is true and correct. Signature: _____ Date: _____

Submit by Email

Fee Information (For Office/Reference use only)

Application Type	Fee	Expedite?	Quantity	Total
New Business (taking ownership with no new construction)	$315.00 per permit			
New Business + Minor Remodel (taking ownership with minor construction)	$315.00 + $245.00 per permit			
Plan Review 0-9 Seating (New Construction)	$545.00 per permit	2x the fees		
Plan Review 10+ Seating (New Construction)	$615.00 per permit	2x the fees		
Minor Remodel (to an existing permit)	$245.00 per permit involved	2x the fees		
Major Remodel 0-9 seating (to an existing permit)	$545.00 per permit involved	2x the fees		
Major Remodel 10+ seating (to an existing permit)	$615.00 per permit involved	2x the fees		

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Notice

ARS § 11-1604. Prohibited acts by county and employees; enforcement; notice

A county shall not base a licensing decision on whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.

A county shall not request or initiate discussions with a person about waving that person's rights.

THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL CATION AND RELIEF MAY BE AWARDED AGAINST A COUNTY. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST A COUNTY FOR A VIOLATION OF THIS SECTION.

A COUNTY EMPLOYEE MAY NOT IINTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATIONOF THIS SECTION IS CAUSE FOR DISCIPINARY ACTION OR DISMISSAL PURSUANT TO THE COUNTY'S ADOPTED PERSONELL POLICY.

THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.1 OR 12-820.02